

INSTITUTE OF ECONOMIC GROWTH

University of Delhi Enclave, North Campus, Delhi – 110 007

A committee was constituted by the Director, IEG, consisting of the following members to review current rules relating to appointments in the sponsored research project:

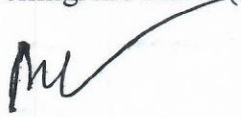
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|------------------------------------|---|----------|
| 1. Professor Basanta Kumar Pradhan | - | Chairman |
| 2. Professor Punamita Dasgupta | - | Members |
| 3. Dr. Suresh Sharma | - | Member |
| 4. Mr. D.D. Kandpal, FO | - | Member |
| 5. Dr. Sushil Kumar Sen, APO | - | Convener |

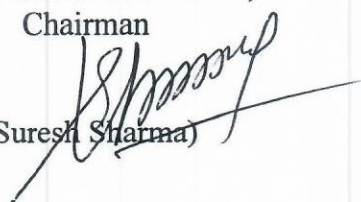
The Committee was requested to review current rules relating to Sponsored Research Project and make the recommendations for change, if any, in respect of:

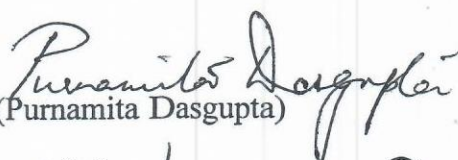
1. Designation of staff appointed in projects
2. Mode of appointment
3. Terms and conditions of service including salary, increments and other allowances
4. Any other relevant matter

The Committee met on January 4, 2017, July 24, 2017, November 1, 2017 and March 20, 2018. The Committee discussed the rules at length and revised the same keeping in view the recommendations of the 7th Central Pay Commission. The recommendations of the Committee are enclosed for consideration as follows:

- a) Contractual Staff Service Rules 2018
- b) Travelling Allowance (Regular and Contractual Staff) Rules 2018


(Basanta K. Pradhan)
Chairman


(Suresh Sharma)


(Punamita Dasgupta)


(D.D. Kandpal)


(Sushil K. Sen)

To: The Director
Institute of Economic Growth
Delhi-110007.

To be placed before
C.A.F.
- muf

28-5-2018

901354
28/5/18

CONTRACTUAL STAFF SERVICE
Rules 2018*

Institute of Economic Growth
University of Delhi Enclave
(North Campus)
Delhi – 110 007

* To be made applicable from the date of approval by the Board of Governors of the IEG

INSTITUTE OF ECONOMIC GROWTH
CONTRACTUAL STAFF SERVICE RULES¹ 2018

1. Definitions:

- (a). 'Institute' means Institute of Economic Growth (referred here in as IEG);
- (b). 'Contractual Staff' means Teaching, Research and Non-Teaching staff appointed on consolidated pay on contractual basis in any project or for a short term vacancy of the Institute;
- (c). 'Service Rules' means rules governing procedure for appointment and other benefits admissible to the Contractual staff of the Institute;
- (d). 'Date of applicability of the rules': These Rules will be effective from the date of approval by the Board of Governors of the Institute.

2. Procedure for appointment:

- (a). Any appointment for the tenure of more than a year will be made through open selection after making an open advertisement in leading newspapers and placing it in the Institute's website;
- (b). Any appointment for a period exceeding three months up to a year shall be made on the basis of open selection calling applications through notification on the Institute Notice Board;
- (c). The Director shall have power to appoint ad hoc/temporary/daily wages/ contractual staff for a period not exceeding three month on recommendation of the Principle Investigator/Authorised Faculty in the Project/Head of the Section.

3. Reservation in recruitment for specified categories such as SC, ST and OBC shall be as per the Government of India rules issued from time to time for contractual staff;

4. Effective date of appointment to the post shall be from the date of joining by the candidate;

¹ Recommended by the Committee Chaired by Prof. Basanta Pradhan on May..., 2018 and approved by the BoG on

5. **Resignation:** Subject to the acceptance of resignation by the Director a Contractual employee may, by notice of one month in writing addressed to the Director resign from the service of the Institute, or by payment of salary in lieu thereof.

Provided the appointing authority may if it deems proper in any case permit a Contractual employee to resign the service on notice of less than one month.

The notice period required to be given by the employee can be waived by the Director under special conditions².

6. **Termination of Service**

- (a) The services of a contractual employee may be terminated at any time by a notice of one month in writing given by the appointing authority to the employee or forthwith by payment to him of a sum equivalent to the amount of his pay for the period of the notice at the same rates at which he was drawing them immediately before the termination of his services, or as the case may be, for the period by which such notice falls short of one month.

7. **Provident Fund:** The Contractual staff will be eligible to be enrolled as a member of the "Institute of Economic Growth Employees Provident Fund" as per rules governing the Fund from the date of their joining the Institute.

8. **Leave Rules:** The following leave³ rules will be applicable for the Contractual staff:

- (a). Casual Leave: 8 days in a year
(b). Earned Leave: 12 days in a year
(c). Maternity Leave: For female employees, after having worked for a minimum of six months of service on full pay for a period of 3 months from its commencement or to the end of 6 weeks from the date of confinement (expected date of delivery), whichever is earlier."

Note: (i). leave earned in a project of one Principal Investigator shall not be carried forward if the appointment is made in the project of another Principal Investigator in the Institute.

(ii). Contractual staff will not be entitled for encashment of any kind of leave⁴ on completion of the contractual appointment.

9. **Medical Rules:** These rules will be applicable for the contractual staff appointed for a minimum period of one year from the date of appointment.

- (a) The provision of Approved Medical Attendants, Hospitals and reimbursement of medicines/test/treatment applicable to regular staff will also be the same for the contractual staff except the total reimbursement will be restricted to Rs.15,000/- (Rupees fifteen thousand) per annum in a financial year for the contractual staff working on consolidated

² Agenda Item 2 of 145th meeting of the Board of Governors of the IEG held on Sept.2, 2008.

³ Approved by the BoG at its 162th meeting held on February 25, 2015.

⁴ Approved by the BoG at its 136th meeting held on April 1, 2005.



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salary including their dependents.

- (b) The Institute will reimburse annual premium with a ceiling of Rs.4,500/- p.a.⁵ paid on medical policy of staff including dependents for a maximum value of Rs.3,00,000/- (Rupees Three Lakhs only) subject to budgetary provision in the budget.

Note: As per extant instructions, the current Income Ceiling Limit for dependency of the family members (other than spouse) is Rs.3500/- p.m. from all sources including Pension/Family Pension and Pension equivalent of DCRG plus the amount of Dearness Relief admissible on Rs.3500/- as on the date of consideration.

10. **Designation, qualification for the post and Salary Slab:** The designation, qualification for the post and consolidated salary slabs for contractual staff are given in the table with this rule. However, these are for reference only. The pay of contractual staff and number of post will be fixed subject to budget provisions in the respective project. In cases there is specific guidelines/provision for salary slab of contractual staff in a specific project which is less than of these slabs, than the slab specified in those guidelines of the respective Ministry/funding agency/project shall be applicable.

Table of designation, qualification for the post and salary slab of contractual staff:

S.No.	Designation	Qualification	Proposed Consolidated Salary Slabs	Unit
(1)	(2)	(3)	(5)	(6)
a.	Sr. Consultant/ Professor (Project)	At par with Professor's qualifications	1,44,000- 1,92,000	3% of pay rounded to next Rs.10/-
b.	Consultant/ Associate Professor (Project)	At par with Associate Professor's qualifications	1,31,000- 1,75,000	3% of pay rounded to next Rs.10/-
c.	Junior Consultant/Assistant Professor (Project)/Post Doctoral Fellow	At par with Assistant Professor's qualifications	56,000- 1,15,800	3% of pay rounded to next Rs.10/-
d.	Sr. Research Analyst/ Sr. Field Investigator/ Research Officer/ Project Officer/ Administrative Assistant	2 nd Class M.A./M.Sc./M.Com. with specialization and experience of conducting research in the subject matter	45,000-68,000	3% of pay rounded to next Rs.10/-
e.	Research Analyst/ Sr. Assistant	2 nd Class M.A./M.Sc./M.Com. specialization in the subject matter	35,000 – 53,000	3% of pay rounded to next Rs.10/-
f.	Field Investigator/ Project Assistant/ Assistant/ Steno-Typist	B.A./B.Sc./B.Com with Knowledge and Experience in the relevant job	26,000 – 39,000	3% of pay rounded to next Rs.10/-
g.	Field Investigator/ Word Processor/ Data Entry Operation/Clerk- Typist	B.A./B.Sc./B.Com with Knowledge in the relevant job.	20,000 – 30,000	3% of pay rounded to next Rs.10/-

⁵ Amended as per circular no.IEG/FA-01112009-10/11 dated January 5,2010 as approved by the Chairmen BOG on December 3, 2009.



11. The Director may relax terms and conditions of appointment, qualification and pay in special circumstances on the recommendation of Principal Investigator/Head of the Section/Selection Committee.

12. Control and Discipline:

- (a) All contractual employees of the Institute are its full-time employees. Unless otherwise stated in their letters of appointment, they shall not engage, directly or indirectly, in any trade or business or any other occupation.
- (b) The Director may assign to an employee duties from time to time at the Institute.
- (c) The Governing Body shall establish normal working hours. An employee shall strictly observe working hours of the Institute. He/she shall not absent himself from duty without prior permission except in case of an emergency or his own sickness. He/she shall promptly inform the office in case he is likely to be absent for more than one day.
- (d) An employee going out of station shall intimate his leave address to the office and notify any change in the leave address when it occurs.
- (e) An employee desirous of applying for employment outside the Institute will submit his application through the office.
- (f) There shall be a periodic review of Research Programme and the work done at the Institute. Such review shall be done by the Expert Committees for each subject appointed for the purpose by the Governing Body from time to time.

13. General: In regard to matters not specified or referred to in these rules, decisions/regulations of the Committee on Administration and Finance (CAF)/ Board Of Governors (BOG) for contractual staff will be applicable;


(Basanta Kumar Pradhan)
Chairman


(D.D. Karmal)
Member


(Purnamita Dasgupta)
Member


(Sushil Sen)
Convener


(Suresh Sharma)
Member